

**MEDIATION SCHEDULING FORM**

After the parties have agreed upon a date, please complete this form and email it to James B. Murphy, Jr. at [jbmurphyjr@gmail.com](mailto:jbmurphyjr@gmail.com). After determining there are no conflicts, we will confirm the scheduling by email and, subsequently convey an engagement letter. Please do not assume the mediation has been scheduled until you receive the confirmation email. Please note that we do not ordinarily undertake mediations involving pro se parties.

Court and Case No.: \_\_\_\_\_

Type of Case: \_\_\_\_\_

(Please attach a copy of a pleading or motion or such pages of a pleading or motion containing the style of the case, a signature block, and a certificate of service)

Plaintiff(s): \_\_\_\_\_

Please identify by name and title (e.g., President, Board Chairman, controlling shareholder, general partner, manager, etc.) the principals of any legal entity: \_\_\_\_\_

Attorney (and law firm): \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Defendant(s): \_\_\_\_\_

Please identify by name and title (e.g., President, Board Chairman, controlling shareholder, general partner, manager, etc.) the principals of any legal entity: \_\_\_\_\_

Attorney (and law firm): \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

(Please identify the insurer(s) for any insured parties. Also, if there are additional parties, please provide the same information as above for each additional party on an attachment to this form.)

Was mediation Court ordered? (please check one)

- Yes
- No

Date and starting time for mediation: \_\_\_\_\_ (We generally will not schedule more than one mediation per day; therefore, please consider beginning in the morning to allow ample time.)

Estimated duration of mediation: \_\_\_\_\_

Estimated number of attendees: \_\_\_\_\_

Location of mediation: \_\_\_\_\_

Please feel free to provide any other information you believe may be useful for scheduling purposes by way of attachment(s) to this form.